

HOW TO FILE A COMPLETE NOTICE OF INTENT

For

NPDES General Permit No.1 for “Storm Water Discharge Associated with Industrial Activity” or
NPDES General Permit No.2 for “Storm Water Discharge Associated with Industrial Activity for Construction Activities” or
NPDES General Permit No.3 for “Storm Water Discharge Associated with Industrial Activity for Asphalt Plants, Concrete Batch Plants, Rock Crushing Plants, and Construction Sand and Gravel Facilities”

In accordance with the Clean Water Act, all industrial facilities that discharge storm water meeting the definition of storm water associated with industrial activity must apply for coverage under a National Pollutant Discharge Elimination System (NPDES) permit. These instructions are provided to assist activities that need to notify the Iowa Department of Natural Resources (DNR) of their storm water discharge to be covered under Iowa's NPDES General Permit No. 1, General Permit No. 2 or General Permit No. 3.

The instructions are the same for all general permits. When a discharger provides a complete Notice of Intent (NOI) to the DNR, its storm water discharges will be subject to the terms and conditions of the appropriate general permit unless notified by the DNR.

Please note; Paper submittal of the NOI form is not required. This NOI may be completed and payment may be submitted online at: <https://programs.iowadnr.gov/stormwater/pages/home.aspx>.

A storm water pollution prevention plan (SWPPP) is required for all storm water permits. The plan must be completed before submittal of the NOI. The plan should be kept on-site at the facility or construction site that generates the storm water discharge. Do not send the stormwater pollution prevention plan with the NOI.

1. Form 542-1415

Permit Information and Fee Options - Provide information on the general permit for which you are applying and select a fee option.

Facility or Project Information - Enter the official or legal name of the facility or site. Enter the complete street address. If no street address exists, provide a geographic description (e.g., Intersection of 5th Street and 2nd Avenue or, at a minimum, the name of the street or road nearest the site), city, county, state and zip code. Do not use a PO Box number. This is the address of the facility or construction site, not the address of the owner or contact.

Give the facility location(s) or the location of the construction site(s) by ¼ section (e.g., NW), section number, township number (e.g., T78N) and range number (e.g., R24W; R02E). The location information can be obtained from United States Geological Survey topographic maps, by calling 1-(888) ASK-USGS, or by accessing EPA's web site at <http://www.epa.gov/owm/sw/industry/index.htm>.

For General Permits No. 1 and No. 3, provide the 4-digit SIC code and 6-digit NAICS code that best represents the principal products or activities provided by the facility. SIC and NAICS codes are available on the NAICS Association website at: <https://www.naics.com>.

Contact Information - Provide the legal name of a contact person, firm, public organization or any other entity that owns or operates the facility or site. The name of the operator or contact may or may not be the same as the name of the facility. The operator is the legal entity that controls the facility's operation. Provide a mailing address (PO Box numbers may be used), email address, and telephone number for a contact person. All correspondence relating to the storm water permit, including the storm water permit authorization, will be sent to this address.

Owner Information - Enter the name, mailing address, email address, and telephone number of the owner of the facility.

Outfall Information - Provide an estimated start date the discharge did or will commence. The discharge start date is the date storm water discharge from industrial activity or construction activity (from a construction site that disturbs one acre or more or is part of a larger common plan of development that disturbs one acre or more) began or will begin to leave the property. If the discharge start date is before 10/1/92, the correct date to place in the blank is 10/1/92. This is the date the State of Iowa implemented the storm water permit requirements. If an industrial facility was not initially required to obtain a storm water permit but changed operations so that later a storm water permit was or will be required, the discharge start date is the date that the change was made that necessitated the need for a storm water permit.

Provide the name(s) of the receiving water(s) to the first uniquely named river. Explain to where the storm water runoff will drain (e.g., unnamed waterway to road ditch to unnamed tributary to Mud Creek to Skunk River).

Check the compliance conditions that apply. For General Permit No. 3 (if no soil disturbing activities will take place) and General Permit No. 1, the question regarding state or local sediment and erosion control plans does not apply. If you check no to any of the applicable compliance conditions, your application will not be approved. All applicable compliance conditions listed must be met for the NOI to be considered complete.

Additional Information for General Permits No. 2 and No. 3 - For construction sites that need a storm water discharge permit, include a brief description of the project, an estimated timetable for major activities, and an estimate of the number of acres of the site on which soil will be disturbed. For General Permit No. 3, identify if the facility is a portable plant.

Certification - The completed form must be signed in accordance with subrule 567 IAC 64.3(8) of the Iowa Administrative Code as follows. The person who signs the application for a permit shall be:

- a. *Corporations.* In the case of corporations, a responsible corporate officer. A responsible corporate officer means: (1) A president, secretary, treasurer, or vice-president in charge of a principal business function, or any other person who performs similar policy or decision-making functions; or (2) The manager of manufacturing, production or operating facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- b. *Partnerships.* In the case of a partnership, a general partner.
- c. *Sole proprietorships.* In the case of a sole proprietorship, the proprietor.
- d. *Municipal, state, federal, or other public agency.* In the case of a municipal, state, or other public facility, either the principal executive officer or the ranking elected official. A principal executive officer of a public agency includes: (1) The chief executive officer of the agency, or (2) A senior executive officer having responsibility for the overall operations of a unit of the agency.
- e. *Storm water discharge associated with industrial activity from construction activities.* In the case of a storm water discharge associated with construction activity, either the owner of the site or the general contractor.

2. Proof of Public Notification

Iowa law requires dischargers to make public notice for seeking coverage under a general permit. The public notice must be published at least one day at your own expense in the newspaper with the largest circulation in the area where the discharge is located. To determine which newspaper has the largest circulation, ask a local newspaper or check the Iowa Newspaper Association (INA) at <https://inaneews.com/find-iowa-newspaper> or (515) 244-2145.

The wording to use in the public notice is specified as a rule of the DNR and is included as a separate page for your convenience. This wording contains the minimum information that must be provided in the public notice. You must complete the blank portions with the specified information. You may add more information to the notice if you wish.

When your NOI is sent to the DNR, you **MUST** enclose a clipping of the public notice with the name of the newspaper and date published, or an affidavit from the newspaper with the clippings attached to demonstrate your public notification requirement. If the proof of public notice is not included with your application, the storm water permit authorization will **NOT** be issued.

3. Permit Fee

There is a permit fee for each general permit. The fee schedule is the same for General Permit No. 1, No. 2, and No. 3. The applicant has the option of paying an annual permit fee or a multi-year permit fee, as noted on the form. Select one of the available fee amounts on the form. Fees may be paid by check or by credit card.

- **Check:** Submit a check with the completed form and public notice, made payable to the Iowa Department of Natural Resources.
- **Credit Card:** To pay by credit card, email the completed form **separately** to webmaster@dnr.iowa.gov, then call 515-725-8200 to pay the fee. **Please note, when paying by credit card, the completed NOI from and public notice must be submitted separately to: Storm Water Coordinator, Iowa Department of Natural Resources, 502 E 9th St, Des Moines, Iowa 50319.**

4. Submittal and Contact Information

Mail the completed NOI form, the public notice, and fee payment to: Storm Water Coordinator, Iowa Department of Natural Resources, 502 E 9th St, Des Moines, Iowa 50319.

DO NOT send the SWPPP with your NOI. **DO NOT** send the application form or proof of public notice separately. **IMPORTANT** - The storm water permit authorization will not be issued unless the proof of public notice and permit fee accompany the completed NOI form. No authorization will be issued if information on the form is incomplete.

If you need assistance, contact the Storm Water Coordinator at david.schelling@dnr.iowa.gov.



**IOWA DEPARTMENT OF NATURAL RESOURCES
NOTICE OF INTENT FOR COVERAGE UNDER
NPDES STORM WATER GENERAL PERMIT**

CASHIER'S USE ONLY 0253-542-SW08-0581 Name _____

No. 1 FOR "STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY"

or

No. 2 FOR "STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY FOR CONSTRUCTION ACTIVITIES"

or

No. 3 FOR "STORM WATER DISCHARGE ASSOCIATED WITH INDUSTRIAL ACTIVITY FOR ASPHALT PLANTS, CONCRETE BATCH PLANTS, ROCK CRUSHING PLANTS, AND CONSTRUCTION SAND AND GRAVEL FACILITIES."

PERMIT INFORMATION

Has this storm water discharge been previously permitted? Yes No

If yes, please list authorization number _____

Under what General Permit are you applying for coverage?

General Permit No. 1 General Permit No. 2 General Permit No. 3

PERMIT FEE OPTIONS

For coverage under NPDES General Permit No. 1, No. 2, or No. 3, the following fees apply:

- Annual Permit Fee \$175 (per year) Maximum coverage is one year.
- 3-year Permit Fee \$350 Maximum coverage is three years.
- 4-year Permit Fee \$525 Maximum coverage is four years.
- 5-year Permit Fee \$700 Maximum coverage is five years.

Checks should be made payable to the Iowa Department of Natural Resources.

FACILITY OR PROJECT INFORMATION

Enter the name and full address/location (not mailing address) of the facility or project for which permit coverage is requested.

NAME: _____ COUNTY: _____

STREET ADDRESS OF SITE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Give the facility location or location of construction site by section/township/range and latitude/longitude:

¼ SECTION	SECTION	TOWNSHIP	RANGE	¼ SECTION	SECTION	TOWNSHIP	RANGE

Facility SIC Code: _____ Facility NAICS Code: _____

SIC and NAICS codes refer to the Standard Industrial Classification and the North American Industry Classification System code numbers used to classify establishments by type of economic activity. Complete for General Permits No. 1 and No. 3.

CONTACT INFORMATION

Provide the name, mailing address, email address, and telephone number of a contact person. Attach additional information as needed. This will be the address to which all correspondence will be sent and to which all questions will be directed.

NAME: _____ PHONE: _____

COMPANY NAME (if applicable): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Check the appropriate box to indicate the legal status of the operator of the facility.

Federal State Public Private Other (specify) _____

OWNER INFORMATION Enter the name and full address of the owner of the facility.

NAME: _____ PHONE: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
EMAIL ADDRESS: _____

OUTFALL INFORMATION

Discharge start date, i.e., when did/will the site begin operation or 10/1/92, whichever is later: _____

Is any storm water monitoring information available describing the concentration of pollutants in storm water discharges?

Yes No **NOTE:** Do not attach any storm water monitoring information with the application.

List receiving water(s) to the first uniquely named waterway in Iowa (e.g., ditch to unnamed tributary to Mud Creek to Cedar River):

Note compliance With the Following Conditions:

Yes No

Has the Storm Water Pollution Prevention Plan been developed prior to the submittal of this NOI and does the plan meet the requirements of the applicable General Permit? (do not submit the SWPPP with the NOI)

Will the Storm Water Pollution Prevention Plan comply with approved State (Section 161A.64, Code of Iowa) or local sediment and erosion plans? (for General Permit 2 only)

Has a public notice been published for at least one day, in the newspaper with the largest circulation in the area where the discharge is located, and is the proof of notice attached? (new applications only)

ADDITIONAL INFORMATION FOR GENERAL PERMIT NO. 2 AND GENERAL PERMIT NO. 3 APPLICANTS.

Description of Project (describe in one sentence what is being constructed):

For General Permit No. 3 - Is this facility to be moved this year? Yes No

Number of Acres of Disturbed Soil (Construction Activities Only): _____

Estimated Timetable for Activities/Projects, i.e., approximately when did/will the project begin and end:

CERTIFICATION – ALL APPLICATIONS MUST BE SIGNED

Only the following individuals may sign the certification. State regulations require this form to be signed by one of the following:

- Corporations.* A responsible corporate officer; either: (1) A president, secretary, treasurer, or vice -president in charge of a principal business function, or other person who performs similar functions; or (2) The manager of manufacturing, production or operating facilities, if authority to sign documents has been assigned or delegated in accordance with corporate procedures.
- Partnerships.* In the case of a partnership, a general partner.
- Sole proprietorships.* In the case of a sole proprietorship, the proprietor.
- Municipal, state, federal, or other public agency.* Either the principal executive officer or the ranking elected official. A principal executive officer includes: (1) The chief executive officer, or (2) A senior executive officer responsible for a unit of the agency.
- Storm water discharge associated with industrial activity from construction activities.* In the case of a storm water discharge associated with construction activity, either the owner of the site or the general contractor.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that the terms and conditions of the general permit will be met. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations.

NAME (print or type)

TITLE AND COMPANY NAME OF SIGNATORY

SIGNATURE

DATE

Submit this form to: Storm Water Coordinator, Iowa Department of Natural Resources, 502 E 9th St., Des Moines, Iowa 50319

NPDES Storm Water General Permit Public Notice

Instructions - To complete the public notice, fill in the blanks with the required information or select the appropriate response and send to the newspaper.

The public notice must be published at least one day at your own expense.

PUBLIC NOTICE OF STORM WATER DISCHARGE

_____ plans to submit a Notice of Intent to the
(applicant name)

Iowa Department of Natural Resources to be covered under an NPDES General Permit

- General Permit No. 1 - Storm Water Discharge Associated with Industrial Activity**
- General Permit No. 2 - Storm Water Discharge Associated with Industrial Activity for Construction Activities**
- General Permit No. 3 - Storm Water Discharge Associated with Industrial Activity from Asphalt Plants, Concrete Batch Plants, Rock Crushing Plants, and Construction Sand and Gravel Facilities**

The storm water discharge will be from **(description of industrial activity):**

located in _____
(¼ section, section, township, range, county)

Storm water will be discharged from _____ point source(s) and will be discharged to
(number)

the following streams: _____
(stream name(s))

Comments may be submitted to the Storm Water Coordinator, Iowa Department of Natural Resources, 502 E 9th St, Des Moines IA 50319. The public may review the Notice of Intent from 8:00am to 4:30pm, Monday through Friday, at the above address after it has been received by the department.